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MEMORANDUM

P.O. BOX 4100 □ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**

**FROM: KRIS VALDEZ, AICP, PRINCIPAL PLANNER**

**RE: RESOLUTION 24-37: A RESOLUTION APPROVING A FIRST AMENDMENT TO THE AGREEMENT WITH DESIGN WORKSHOP, INC., FOR PLANNING SERVICES FOR THE COMPREHENSIVE PLAN AND THREE MILE PLAN**

**DATE: DECEMBER 10, 2024**

**Summary and Background:**

The Town is currently under an agreement with Design Workshop, Inc. to create the 2024 Comprehensive Plan and Three Mile Plan. Per the current contract, the scope of work was stated to be completed prior to December 31, 2024. Both staff and Design Workshop, Inc. have been moving forward on the project. The first 50% version of the Comprehensive Plan was delivered on November 4, 2024. The 70% version will be reviewed on January 28, 2025, with the Town Council and Planning Commission at a joint work session. The 100% version is expected by March 2025.

Design Workshop, Inc. has requested that the current agreement with the Town be amended to allow additional time to fully complete their scope of work. Attachment 2 contains the project tasks, including those that have been completed and those that remain outstanding. A modified timeline is provided for the tasks that are still outstanding.

No additional funds are requested from the Town for this modification. An extension of the agreement timeline would allow Design Workshop, Inc. to complete its responsibilities under the current Agreement's scope of work with an extended timeline. Design Workshop, Inc. is expected to complete the Comprehensive Plan by the end of March 2025. Staff notes that we extended some time periods during the public input process to capture more survey responses from the public. This extension of timeline of the survey being opened to the public for longer than initially planned was supported, and requested, by Staff but did put the draft versions of the plan behind schedule.

A revised timeline for the Comprehensive Plan includes:

- Tuesday, December 10, 2024 | Council Meeting - Town of Frisco to request contract extension for Comprehensive Plan Development to end of March 2025.
- Friday, December 20, 2024 | Design Workshop to deliver 70% Draft (All Pages) formatted InDesign Document to the Town of Frisco.
- Thursday, January 2, 2025 | Town of Frisco to return 70% Draft Document with comments and feedback to Design Workshop.
- Tuesday, January 28, 2025 | Work Session with Town Council to review 70% Draft Document.
- Friday, February 14, 2025 | 95% Draft Document (PDF) to be published online for public review.
- Friday, February 28, 2025 | Public comments due to Town of Frisco.
- March, 2025 | 100% Final Plan delivered to the Town of Frisco for adoption.

**Analysis:** Design Workshop, Inc. has been an integral part of the ongoing development of the work performed so far. Based on their unique knowledge of the project and their fair and reasonable planning fees, their included services under the existing scope of work includes:

- Assessing and addressing the housing needs of current and future residents at all levels of affordability. It will include locally appropriate goals, strategies, and actions to promote affordable housing development and incorporate essential elements of the Strategic Housing Plan.
- Identify the risks of natural and human-caused hazards to life, property, and public resources and consider their impact on vulnerable communities. Including goals, strategies, and/or actions to address and mitigate these hazards.
- In the spirit of the state's goal to engage with disproportionately impacted communities (C.R.S. 24-4-109), the Comprehensive Plan will use an environmental justice lens, particularly when it comes to the impacts of hazards, resources, and amenities to promote equitable outcomes.
- The Comprehensive Plan will address the community's water supply and water quality goals. Per C.R.S. 31-23-206(1)(d) and 30-28-106(3)(a)(IV), the community must:
  - Consult and coordinate with local water provider(s),
  - Include water conservation policies, and
  - Identify water supplies and facilities sufficient to meet public and private infrastructure needs reasonably anticipated or identified in the planning process.
- The Comprehensive Plan will include an action plan that prioritizes actions necessary to implement the Comprehensive Plan, creates a timeline for implementation, and assigns responsibility for actions.

**Financial Impact:**

No additional funds are requested from the Town for this modification. An extension of agreement timeline would allow Design Workshop, Inc. to complete their responsibilities, under the current Agreement's scope of work, with an extended timeline to March 31, 2025.

Design Workshop, Inc.'s original contract was for a cost not to exceed \$200,000, which is part of the 2024 budget. To account for this extended timeline, staff will request that unused funds for the project in 2024 be rolled over to 2025.

**Staff Recommendation:**

Staff recommends a modification of the Contract for Goods and/or Services entered into January 23, 2024, a sole source contract with Design Workshop, Inc., for the extended timeline as stated in the attachment First Amendment to Agreement for Goods and/or Scope of Services.

Design Workshop, Inc. has been proactively following their scope of work and submitting monthly invoices to the Town for their services. Each of these invoices is accompanied by a document stating work completed within that billing period to demonstrate that tasks have been reasonable and within the scope of work.

**Alignment with Strategic Plan:** The development and completion of a Comprehensive Plan and Three-Mile Plan would support goals noted in the Town Council Strategic Plan. Additionally, the Town Charter requires that the Community Plan be updated every five years.

**Environmental Sustainability:** Town staff expects that one outcome of the new Comprehensive Plan will be an increase in renewable energy goals through future modifications to the Unified Development Code ("Code"). Reducing the carbon footprint will be a positive side effect of the community plan and future Code modifications. These modifications would include goals and strategies for transportation, reducing parking requirements, and increasing sustainability and energy code requirements. The climate action plan reviewed the community engagement data from the Comprehensive Plan to craft questions for the climate action plan community engagement. Since the plans are on different timelines, if strategies are available from the climate action plan, those will be incorporated into the Comprehensive Plan to carry forward as priorities for the Town.

**Reviews and Approvals:**

Katie Kent, Community Development Director  
Diane McBride, Assistant Town Manager  
Tom Fisher, Town Manager

**Attachments:**

Attachment 1 – Resolution 24-37  
Attachment 2 – First Amended Contract Design Workshop. Inc.